

The HR Committee

MILBORNE PORT PARISH COUNCIL

Minutes of the **Human Resources Committee** meeting
Held in The Council Chamber, The Town Hall, Milborne Port.
on: **Wednesday 12th March 2025 @ 11:00am**

Present:

Councillors: Tim Carty (Chairperson)
Rob Lockey, Margert Capon & Chris Phillips

In Attendance:

The Parish Clerk: Simon Pritchard
No Members of the Public.

Public Question and Comment Time:

None

Agenda Number:	Agenda Item:
27	<u>Apologies for Absence:</u> Noted that Cllr Watts as absent, no apology received.
28	<u>Declarations of Interest:</u> Cllr Carty noted that one of the candidates (item 31) was known to him.
29	<u>Adoption of Minutes:</u> The minutes and confidential notes of the meeting held on Wednesday 22nd January 2025 had been previously circulated. It was proposed by Cllr Carty to adopt the minutes confidential notes of 22nd January 2025, seconded by Cllr Lockey and resolved unanimously.
30	<u>Confidential Session:</u> It was proposed by Cllr Carty to go into confidential session as the remainder of the agenda relates to confidential staffing matters, seconded by Cllr Phillips and resolved unanimously.
31	<u>Community Projects Officer Recruitment:</u> The Parish Clerk tabled the applications received. It was agreed to invite two candidates to interview as they clearly stood out from other applications.

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Signed:.....Date:.....

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	Interviews would be held in the Town hall with a target date of 27th March. It was agreed the interview panel would be Cllr Capon, Cllr Phillips and the Parish Clerk.
32	<u>Update on Engagement of Bookkeeper:</u> The Parish Clerk reported that Cllr Carty and himself had sorted though the applications received. Two people interviewed - both had agreed on the person to offer the role to. They have now started in the role and were slowly building the Village Hall accounts from scratch.
33	<u>Conversion of Upstairs Room to Office (Town Hall):</u> The Parish Clerk reported that progress on this project was well underway. Full Council has set a budget of up to £5,000. Secondhand desks have been sourced, saving hundreds. Decorating is almost complete. Carpet and electrics will be installed by the end of the month.
34	<u>HR Committee Budget Update and Assessment of Risks:</u> The HR spend Vs budget report had not been circulated, this will be done after the meeting. The Parish Clerk asked the Committee if he should try and separate out the cost of each individual member of staff in the accounts. It was agreed that this should not happen as the information is confidential.
35	<u>Confidential Employment Matters:</u> <u>A. Report from the Chairman:</u> - The Chair indicated that he would like to seek feedback from the other members of the committee in confidence after the meeting had closed, to inform the Parish Clerk's annual appraisal. <u>B. Report from the Proper Officer:</u> (See confidential notes) - The Parish Clerk informed the committee that he had today made an internal transfer of £30,000 from the council's savings account to the current account to cover some large payments that were due to go out today. - The Parish Clerk is on holiday next week to use up the last of this year's leave.

End of meeting 11:58AM

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Signed:.....Date:.....